Director of Human Resources

Franklin College seeks a Director of Annual Giving and Stewardship. Manage and provide overall leadership for human resource management functions & strategies, consistent with the College’s mission and values, for the College faculty, staff and administrators. Plan, implement, administer, coordinate, monitor and evaluate the specific functions, programs and services of the Human Resources department, including employment, benefits, records, compensation, discipline and dismissal, equal opportunity/affirmative action, training and development, and employee relations. This is a full time salaried exempt position reporting to the Vice President and CFO.

RESPONSIBILITIES

- Develop, implement and modify programs/services/systems in accordance with institutional needs and objectives and government regulations. Research, recommend, write, implement, interpret and enforce a wide range of College personnel policies and procedures. Regularly update an employee policy manual.
- Oversee, coordinate and/or carry out faculty and staff recruitment and employment: prepare job postings and place ads; coordinate and train search committees; screen applications and job interview applicants; make recommendations/referrals to hiring supervisor/department head; conduct criminal background checks; ensure compliance with government regulations regarding hiring practices; negotiate offers, compose appointment letters.
- Oversee/conduct orientation programs for new employees.
- Administer College-wide benefits programs. Research new developments in and advise senior administrators regarding employee benefits programs and relevant tax regulations. Project costs and design benefits programs to maximize use of available resources. Research, recommend, develop, implement and administer College-sponsored activities such as wellness and recreational programs.
- Design, develop and administer a staff job classification and pay plan. Regularly review and recommend adjustments to staff salaries and pay structures. Conduct or participate in compensation surveys and compile market survey data for both faculty and staff.
- Coordinate and implement a College wide training program. Monitor and modify as needed to ensure compliance and relevant training is up-to-date.
- Serve as the College’s chief Equal Opportunity Officer. Oversee and coordinate compliance with the Affirmative Action Officer and relevant fair employment practice laws. Plan and implement training and informational programs for College supervisors and staff related to issues of discrimination in employment, sexual harassment and the like.
- Coordinate a variety of payroll-related issues with Business Office staff.
- Oversee and coordinate compliance with relevant fair employment practice laws.
- Coordinate and carry out a variety of general employee relations functions. Investigate, document and recommend solutions to a wide range of employee job performance and interpersonal problems, discrimination and harassment complaints, and other employee relations issues. Coordinate and carry out formal disciplinary procedures and dismissals. Serve as liaison with legal counsel on employment related matters.
- Confer regularly with the President, Vice President and CFO a, and other senior College administrators, staff and faculty to plan, coordinate and evaluate programs/policies,
coordinate the recruitment/hiring process, exchange information, advise on various personnel problems, hear grievances, explain and interpret policies, and the like. Serve on various College committees or task forces.

- Coordinate unemployment and worker’s compensation claims.
- Prepare a variety of required government reports.
- Prepare a variety of internal administrative/management reports.
- Keep abreast of current developments in government regulations, court decisions, higher education personnel practices and the like. Attend various professional meetings and conferences.
- Update the appropriate HR systems for all personnel record keeping.
- Deal regularly with job applicants, government agencies, attorneys, schools, community organizations, consultants, and others outside the College in carrying out assigned functions.
- Performs other duties as assigned by the Vice President and CFO.
- Follow and abide by all safety rules and regulations.
- Model regular attendance and timeliness.
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- Other duties as assigned.

**REQUIREMENTS**

- Bachelor’s degree in business, personnel administration or other appropriate discipline required; Master’s degree or PHR/SPHR certification preferred.
- Minimum of 5 to 7 years’ of relevant human resources management experience required; preferably in higher education.
- Written communication skills.
- Oral communication skills.
- Excellent organizational and multitasking skills.
- Broad base of technical knowledge and skills related to human resource administration including: labor law, compensation, benefits, ERISA, personnel policy, employment, employee relations and EEO.
- Relevant higher education experience.
- Excellent analytical and problem-solving skills. Relevant experience in policy development and writing.
- Experience administering employee benefits

**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Qualified candidates should submit electronically (MS Word or PDF) a cover letter, resume and contact information for three professional references via the application link – **Franklin College Staff Application**

Contact Human Resources with additional questions.
Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.